



A Homeowner's Guide to Permits

Are you thinking of beginning a home remodeling project, starting a business, or planning a community event? For the safety and quality of life of the whole community, the City requires either a special permit or license for these and certain other activities. So, it is important to check with the City (and your homeowners' association if you live in an area governed by one) to ensure that all necessary permits and rules are adhered to. Listed below are the most commonly requested information topics that pertain to City permits and licenses.

Arizona Blue Stake

Blue Stake was established as a "one-call" notification system to assist homeowners and others in properly identifying underground utility cables, wires and pipes that may be underneath their property. In order to protect your property, as well as city infrastructures beneath the soil, be sure to contact Arizona Blue Stake before you begin any home improvement project that involves digging or trenching more than a few inches into your soil. So before you dig, call this free service at 602-263-1100 or 1-800-STAKE-IT.

Building Permits

To assure buildings and other amenities are safe and to preserve the integrity of neighborhoods, the city requires a development approval process. Building permits are required for all new homes and most improvements you make to your residential dwelling and property, such as remodeling projects, new amenities and additions to your home. For more information call 520-568-9098, Ext. 207.

What Is A Permit?

A permit is an agreement between the City and the applicant whereby the applicant agrees to follow the city codes as adopted.

In some instances, the applicant must submit plans to show what he or she intends to do. For some projects, the plans may require preparation by a licensed architect or engineer registered by the State of Arizona. When the plans are approved, the construction must conform to the plan, for any deviations or changes that differ from the approved plans cannot be approved in the field.

Why Do I Need A Permit?

A permit ensures the City Building Safety Division will inspect the work. The inspector may discover faulty materials, deviations from the approved plans or violations of the building codes and zoning codes that may result in an unsafe or hazardous condition for you and your family.

Furthermore, it is a violation of City Ordinance not to have a permit when work being performed requires one. Failure to obtain a permit may result in an investigation fee charge added to the cost of the permit and/or may result in prosecution in city court.

When Do I Need A Permit?

In general, a building permit is required when any structural change or major alteration is made to a building or when any new construction is undertaken. When applicable, separate permits for mechanical, plumbing and electrical work are required. Your proposed project must comply with the zoning code. If it does not, a separate submittal for a variance before the Board of Adjustment may be required. If in doubt call the Development Services Department office at 520-568-9098, Ext. 207.

Do I Always Need A Permit?

If you are involved in such a project, you will need to submit a plan for review and approval through the Building Safety Division – 520-568-9098, Ext. 207. Please see the Web site: www.cityofmaricopa.net for application forms, information sheets and specific regulations.

Residential Building Code Exceptions

1. One-story detached accessory structures, provided the floor area does not exceed 200 square feet (18.58 m²).
2. Fences not over 6 feet (1829 mm) high.
3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade and not over any basement or story below.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
8. Swings and other playground equipment accessory to a one- or two-family dwelling.
9. Window awnings supported by an exterior wall.
10. Patio and Porch covers not exceeding 120 square feet of projected roof area with a maximum depth of 8 feet. Provided such cover:

Is constructed as an addition, uses minimum of 2" x 6" rafter material and 4" x 4" posts with beams securely fastened, and the attached end of rafter is supported by existing bearing wall and not from the fascia, and the proposed roof does not encroach on the required yard setbacks.

Electrical Code Exceptions

Repairs and maintenance: A permit shall not be required for minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Gas Code Exceptions

1. Portable heating, cooking or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical Code Exceptions

1. Portable heating appliance.
2. Portable ventilating appliances.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.

Plumbing Code Exceptions

The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.

The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

Where Do I Get A Permit?

An application for a permit may be made in the Development Services Department located in City Hall at 45145 W. Madison Avenue. Office hours are 8:00 a.m. to 5:00 p.m., Monday – Friday (excluding holidays). The homeowner or contractor can make the application for a permit, but it is the responsibility of the homeowner to ensure a permit is secured and posted on the job site.

Generally, plans are not required for minor plumbing, electrical or mechanical work, but two sets of plans or drawings are required for a building project. The drawings should have sufficient details to show:

- A plot plan with the location of property lines
- The dimensions of the project
- Type and size of materials used
- Structural details, e.g. footings, post to beam
- Building elevations
- A floor plan

- Mechanical, plumbing or electrical, if applicable

How Much Does A Permit Cost?

Building permit fees are based on the estimated costs and fair market evaluation of the project. The fees for a mechanical, plumbing or electrical permit are based on the number of items installed such as plumbing fixtures, A/C units or electrical circuits.

For example, a typical room addition with a fair market value of \$20,000.00 would cost \$546.56 (plan check fee \$215.31, building permit fee \$321.25, permit issuance fee \$10.00) plus the cost of any plumbing, electrical or mechanical permits.

A typical patio cover with a fair market value of \$2,000.00 would cost \$130.76 (plan check fee \$51.51, building permit fee \$69.25, permit issuance fee \$10.00) plus the cost of any electrical permits.

Our Senior Permit Technician or Plan Check Engineers will be glad to provide you with details on the building permit costs for your proposed project. You may call them at 520-568-9098, Ext., 207.

Responsibilities After Obtaining A Permit

Once a permit has been obtained from the Development Services Department, there are certain responsibilities placed on the homeowner/contractor.

The homeowner is responsible for obtaining a permit for the proposed project and for posting it on site. The individual doing the work authorized by the permit must call for an inspection prior to covering or concealing the work. When the permit is issued, a handout will be given to you, listing the common required inspections.

Where Can I Get More Information?

The Development Services permit counter, located at 45145 W. Madison Ave. in the Maricopa City Hall, has additional brochures and handouts on topics of frequent interest such as plan check, building inspections, variances, etc.

Development Services Department, Building Safety Division Telephone List

520-568-9098, Ext. 239 (Inspection questions/Inspector contact)

520-568-9098, Ext. 207 (Plan review/status, code requirements)

520-568-9098, Ext. 207 (General permitting & information)

520-568-0138 (Fax – General & Inspections)

520-568-9098, Option 6, Ext. 209 (Inspection request line)